

Electrical System Supervisor - 2661

Primary Reason Why Classification Exists

To plan, supervise, and participate in the work of skilled high voltage electrical workers in the construction, maintenance, and repair of municipal owned electrical utility infrastructure.

Distinguishing Features of the Class

An employee in this class serves as the field operations supervisor of semi-skilled to skilled employees performing the installation, maintenance, and repair of electrical power facilities, substations, and other electrical infrastructure. Emphasis of the work is on work planning, on-site supervision, and evaluation of work performed by electrical power crews. Work includes determining personnel requirements, assigning work to employees based on skill levels, scheduling work orders, training less skilled personnel, and ensuring adherence to federal (OHSA) workplace safety regulations. This employee reports to the Electrical Utility Division Manager for overall direction and is evaluated on the basis of attainment of individual and team objectives, safety of work crews, and quality of work performed.

Illustrative Examples of Work

- Supervises the work of semi-skilled and skilled electrical line installation and maintenance personnel; may perform the more complex maintenance and service activities; troubleshoots fault identification to determine nature of problem and determines processes for corrections
- Develops work schedules and forecasts future requirements for personnel, materials, supplies, and equipment in specific projects for annual budgets; prepares requisitions and purchase orders for supplies or equipment
- Monitors and evaluates activities of employees for effectiveness, completeness, and compliance with safety standards; compiles daily work reports and submits to supervisor
- Conducts safety meetings and training to ensure staff remain aware of safety issues
- Reviews and exercises signatory authority on the designs and specifications performed by electrical subcontractors; signs off on work completed
- Reviews and edits maps and blueprints of electrical distribution systems; trains subordinates in the design and maintenance requirements of the city's electrical infrastructure
- Meets with citizens or businesses and resolves inquiries or complaints
- Trains new employees in varied aspects of electrical construction and maintenance activities; consults with management about employee relations issues to maintain a competent and motivated workforce
- Serves as the division manager in the absence of the Electrical Utility Division Manager; serves on various committees as a management or technical representative including safety committees with the commission representing the cities which have electric services
- Responds to emergencies when required and subject to call back
- Performs related work as assigned

Knowledge, Skills, and Abilities

- Considerable knowledge of electrical theory, the theories and practices of construction, repair, and maintenance of high and low voltage electrical lines
- Considerable knowledge of the functions, use, and care of tools and materials used in electrical line work, house circuits, and substation equipment

- Considerable knowledge of the safety precautions required when working on high voltage electrical lines
- Knowledge of laws, codes, and safety requirements of high voltage electrical line work
- Knowledge of the theories and practices of electrical distribution planning and design
- Knowledge of the principles and practices of supervision including motivation, discipline, and performance evaluation
- Ability to train and motivate staff to achieve full performance
- Ability to plan and coordinate department work activities with other departments, divisions, and contractors
- Ability to respond to and resolve questions and complaints from citizens or officials
- Ability to communicate effectively, both orally and in writing, with other employees, public officials, and citizens
- Ability to read and interpret electrical distribution construction plans and specifications
- Ability to prepare and maintain accurate records
- Ability to operate mechanical, vehicular or related equipment

Physical Requirements

Work in this position is characterized as heavy work exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects. Employee must be able to stand, use hands to finger, handle or feel objects, see clearly, bend body downward and forward, requiring full use of the lower extremities and back muscles, reach with hands and arms, hear, walk, ascend and descend stairs or ladders, climb poles, and work at heights or work underground in confined spaces. Employee must have the stamina to engage in strenuous physical work for extended periods of time.

Working Conditions

Employees are primarily subject to outside environmental conditions including extreme cold and heat as well as noise levels requiring workers requiring the wearing of protective gear.

Employees are subject to physical workplace hazards including proximity to moving mechanical parts or vehicles, high voltage electrical current and wires, working on scaffolding and high places, exposure to extremes of heat and cold, rain and snow, and potential exposure to chemicals as well as atmospheric conditions including fumes, odors, dusts, dirt, mists, gases, or poor ventilation.

Education

Graduation from high school or GED equivalency as well as completion of an Electrical Lineman Journeyman training program by Electricities or by various North Carolina community colleges

Experience

At least 7 years experience working as a journey lineman with municipal or private sector high voltage electrical distribution systems, including at least 2 years as a supervisor, crew chief, or crew leader

Special Requirement

- Valid North Carolina Commercial driver's license (CDL-B); a CDL-A is preferred
- First aid and CPR certification
- Certified as a Journey Lineman

FLSA Status: Nonexempt (eligible for overtime or equivalent compensatory time at 1½ times the employee's regular weekly rate for all hours worked in excess of 40 hours in the City's official work week and not the employee's work schedule)

Disclaimer

This classification specification has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to perform the job. The Physical Requirements and Working Conditions section of this classification may vary from position to position and a more thorough description of these elements can be found in the employee's Position Analysis Questionnaire (PAQ). The employer reserves the right to assign or otherwise modify the duties assigned to this classification.

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